

**THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE
CITY COUNCIL
March 26, 2012**

The regular meeting of the Holtville City Council was held on Monday, March 26, 2012 at 5:00 p.m. in the Civic Center. Council Members present were Jerry Brittsan, Mike Goodsell, Colleen Ludwig, David Bradshaw and Richard Layton. Staff members present were Alex Meyerhoff, Nick Wells, Alex Silva, Frank Cornejo and Glyn Snyder. City Treasurer Pete Mellinger, City Planner Justina Arce and City Attorney Steve Walker were also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mr. Brittsan called the meeting to order at 5:00 p.m.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mr. Brittsan called the meeting to order at 6:00 p.m.

INVOCATION:

The invocation was led by Pastor Suzi Jacobson of United Methodist Church.

PLEDGE OF ALLEGIANCE:

Mr. Walker led the pledge of allegiance.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

The City Clerk verified that the agenda was duly posted on March 23, 2012.

EXECUTIVE SESSION ANNOUNCEMENTS:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

(Government Code Section 54956.9(b))

Willowbend LLC vs. City Of Holtville

No reportable action taken.

PUBLIC EMPLOYMENT

(Government Code Section 54957.6)

Title: City Manager Evaluation

No reportable action taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

- 1. Approval Of Minutes Of The Regular Meeting Of The City Council Of March 12, 2012**
- 2. Current Demands #30260 To #30320**
- 3. CDBG Current Demands #2214 To #2216**

A motion was made by Mr. Layton and seconded by Mr. Bradshaw to approve Consent Agenda items 1 through 3. All members present were in favor and the motion carried 5/0.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

The City Clerk reported that one application has been submitted for the Planning Commission vacancy. The position will be advertised a second time for two more weeks in the Holtville Tribune.

Mr. Silva reported that the Fire Department will be having a boot drive on Friday, March 30th to collect money for the Ronald McDonald House and again on May 16th which is National Red Shoe Day. The proceeds are also for the Ronald McDonald House. He reminded Council that the Fire Department will have Open House on April 14th and the Ice Cream Social is June 15th. Mr. Silva also reported that thirteen students have completed the Community Emergency Response Team (CERT) class and another class has been scheduled for May 25th and 26th and June 2nd and 5th.

Mr. Goodsell reported he and his wife celebrated their 26th wedding anniversary last week. He attended a meeting for residents of the Barbara Worth Country Club regarding sewer issues.

Mrs. Ludwig attended a LAFCO meeting. She stated that she had received a letter from Barbara Worth Country Club regarding proposed Imperial County fees for the Country Club Sewer Maintenance District.

Mr. Bradshaw attended the Rotary luncheon. Nick Wells and Alex Meyerhoff were also there. Mr. Meyerhoff invited Mr. Cliff Douglas to present his project for future upscale housing at Desert View Subdivision. Mr. Douglas was interested in getting feedback from the Rotary Club as to what type of housing would be suitable for this area. Mr. Bradshaw also attended the Integrated Regional Water Management Plan Committee meeting and he reminded Council of the League Dinner meeting that will be held at the Holtville Civic Center Thursday, March 29th.

Ms. Arce reported that Baja Desert Tire has submitted a completed application for their new operation.

Mr. Brittsan reported that he had met with the City Manager, the Police Chief and Mr. Layton to discuss the golf cart issue. He said Mr. Walker will be preparing a list of rules and regulations the City must abide by.

NEW BUSINESS:

4. Discussion/ Related Action To Introduce And Waive First Reading Of Ordinance 477 Adopting A Bid Protest Policy – Justina Arce, City Planner

In lieu of adopting an Ordinance for the Bid Protest Policy it was decided to adopt a Resolution instead. A motion was made by Mr. Goodsell and seconded by Mrs. Ludwig to adopt Resolution 12-14 adopting Administrative Policy No. 000-17 Bid Protest and Appeal Policy. The motion carried 5/0 in the form of a roll call vote.

5. PUBLIC HEARING - Discussion/Related Action To Adopt RESOLUTION 12-12 To Authorize Submission Of CDBG Community Development Allocation Application For Two Planning And Technical Assistance Grants – Justina Arce, City Planner

Mr. Brittsan opened the Public Hearing at 6:27 p.m. Receiving no public comments from the audience the Public Hearing was closed at 6:28 p.m. A motion was made by Mr. Bradshaw and seconded by Mr. Layton to adopt Resolution 12-12 to authorize submission of CDBG

Community Development Allocation Application for two Planning and Technical Assistance Grants. The motion carried 5/0 in the form of a roll call vote.

6. Discussion/Related Action On Water Resource Control State Revolving Fund Preliminary Underwriting Findings Regarding Sewer Project – Justina Arce, City Planner

A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to move forward with the intent to raise rates and process application under Category 1. All members present were in favor and the motion carried unanimously.

7. Discussion/Related Action To Authorize Staff To Publish A Notice Of Intent For Funding Through USDA – Justina Arce, City Planner

A motion was made by Mr. Bradshaw and seconded by Mr. Brittsan to authorize staff to publish a Notice of Intent for Funding through USDA. All members present were in favor and the motion carried unanimously.

8. Discussion/Related Action To Designate A Voting Delegate And/Or Alternate For The 2012 SCAG Regional Conference And General Assembly To Be Held On April 4 -5 In Los Angeles – Alex Meyerhoff, City Manager

A motion was made by Mr. Bradshaw and seconded by Mr. Brittsan authorizing the City Manager to attend the 2012 SCAG Regional Conference and General Assembly to be held on April 4 – 5 in Los Angeles. Mr. Meyerhoff will not be able to vote as he is not an elected official. There is a possibility that Mr. Goodsell may be able to attend. If so, he will be the voting delegate at this conference. All members present were in favor and the motion carried unanimously.

9. Discussion/Related Action To Approve Agreement For Use Of Facilities By American Red Cross – Alex Meyerhoff, City Manager

A motion was made by Mrs. Ludwig and seconded by Mr. Goodsell to approve agreement for use of facilities by American Red Cross. All members present were in favor and the motion carried unanimously.

10. Discussion/Related Action To Approve Partner Shelter Agreement With American Red Cross - Alex Meyerhoff

A motion was made by Mr. Goodsell and seconded by Mr. Layton to approve Partner Shelter Agreement with American Red Cross conditionally upon approval of the insurance provisions by PERMA. All members present were in favor and the motion carried unanimously.

INFORMATION ONLY:

11. Information Only Regarding Capital Improvement Project Prioritization Report – Justina Arce, City Planner

Information only; no action taken.

12. Information Only Regarding California Department Of Public Health 2012 Sanitary Survey Report – Frank Cornejo, Water Works Supervisor

Information only; no action taken.

13. City Manager Report – Alex Meyerhoff

- a. Finance Manager – Nick Wells**
- b. Water Works Supervisor – Frank Cornejo**
- c. Fire Department – Alex Silva**

Staff Reports

Written reports were provided by the following: City Manager, Finance Manager, Water Works Supervisor and Fire Chief.

Mr. Wells reported he will be reviewing the HOME Monitoring Program and also visiting the Senior Garden Apartments on Holt Avenue.

Mr. Silva reported there was a structure fire at the Barbara Worth County Club, but there was no major damage.

14. Committee Update – Neighborhood Electric Vehicle And Golf Cart Committee

Mr. Brittsan reported on this item earlier in the meeting.

ADJOURNMENT:

There being no further business to come before Council, Mr. Brittsan adjourned the Regular Council meeting at 7:27 p.m.

Jerry M. Brittsan, Mayor

Glyn Snyder, City Clerk

**THE MINUTES OF THE REGULAR MEETING OF THE SUCCESSOR AGENCY TO THE
HOLTVILLE REDEVELOPMENT AGENCY
March 26, 2012**

The regular meeting of the Successor Agency to the Holtville Redevelopment Agency was held on Monday, March 26, 2012 in the Civic Center. Board Members present were Jerry Brittsan, Mike Goodsell, Colleen Ludwig, David Bradshaw and Richard Layton. Staff members present were Alex Meyerhoff, Nick Wells, Alex Silva, Frank Cornejo and Glyn Snyder. City Treasurer Pete Mellinger, City Planner Justina Arce and City Attorney Steve Walker were also present.

**SUCCESSOR AGENCY TO THE HOLTVILLE REDEVELOPMENT AGENCY MEETING
CALLED TO ORDER:**

Chairman Brittsan called the Successor Agency to the Holtville Redevelopment Agency meeting to order at 7:27 p.m.

EXECUTIVE SESSION ANNOUNCEMENTS:

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

Holtville Unified School District vs. Holtville Redevelopment Agency

No reportable action taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

- 1. Approval of Minutes of the Regular Meeting of March 12, 2012**
- 2. Current Demands #1696 To #1698**

A motion was made by Mr. Goodsell and seconded by Mr. Bradshaw to approve Consent Agenda items 1 and 2. All members present were in favor and the motion carried 5/0.

- 3. Discussion/Related Action To Adopt RESOLUTION 12-05 Adopting An Enforceable Obligation Payment Schedule Pursuant To Health And Safety Code Section 34177 And Taking Certain Actions In Connection Herewith – Nick Wells, Finance Manager**

A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to adopt Resolution 12-05 adopting an Enforceable Obligation Payment Schedule pursuant to Health and Safety Code Section 34177 and taking certain actions in connection herewith. The motion carried 5/0 in the form of a roll call vote.

ADJOURNMENT:

There being no further business to come before the Board, Chairman Brittsan adjourned the Regular Meeting of the Successor Agency to the Holtville Redevelopment Agency at 7:30 p.m.

Jerry M. Brittsan, Chairman

Glyn Snyder, Secretary